

NABARD Consultancy Services

Require IT/Admin/Accounts Expert as State Level Staff for verification and design check of micro irrigation systems installed under APMIP in Andhra Pradesh State

NABARD Consultancy Services (NABCONS), a wholly owned Company of NABARD and a leading consultancy organization in the field of agriculture and rural development (www.nabcons.com) invites application for a IT/Admin/Accounts Expert (1 position) for project “3rd Party Verification and Design Check of Micro Irrigation Systems to be installed under APMIP, Dept. of Horticulture, Andhra Pradesh”.

The posting will be at Hyderabad. Initial contract will be for 12 months which can be extended based on performance review, to be co-terminus with the Project period of which 3 months will be probation period during which NABCONS shall have the right to terminate the services of the individual without any notice period and without assigning any reason.

Key Responsibilities:

- Shall assist the State Head in process of recruitment, procurement of Desktops/Laptops, regular maintenance and upkeep of the office.
- Shall help in trouble-shooting of IT related arising in the Tab / App based data entry
- Shall report to the State Head NABCONS
- Should have working knowledge of accounts, office administration including working knowledge of computers.
- Maintenance of Accounts, Registers, Files and other related documents
- Shall assist the State Head NABCONS in raising invoices, preparation of expenditure bills etc. and submit the same to Department of Horticulture.
- Any other work assigned to them by State Head NABCONS from time to time smooth operation.

Educational Qualification:

Position	Minimum qualification	Desired qualification
1. IT/Admin/Accounts Expert	B.Sc in IT/Computers (or) BCA	B.Tech/B.E in IT/Computers (or) MCA

Further, the candidate should have knowledge of MS Office with proficiency in MS Excel & Power Point. Fluency in reading, writing and speaking both English and Telugu.

Experience:

Position	Essential Experience	Desired Experience
1. IT/Admin/Accounts Expert	Experience for a minimum of 2 years in related field	Knowledge of App Development, Accounts / Tally

Shortlisting and Selection of Candidates:

Keeping in view the number of applications received, the company reserves the right to shortlist the number of applications based on Qualification, Marks/GPA and experience.

Selection of candidates shall be based on the performance in the written test and personal interview.

Age

Preferably below 35 years as on 01 August 2017

Remuneration

Candidate will be paid Consolidated Remuneration of Rs.30,000/- per month.

Contract Period

Initial contract will be for 12 months which can be extended based on performance review, to be co-terminus with the Project period of which 3 months will be probation period during which NABCONS shall have the right to terminate the services of the individual without any notice period and without assigning any reason.

How to apply

Interested candidates may apply online on NABCONS website in the prescribed format on or before **01 September 2017** by clicking on the following link and filling the details therein:

Position	Link
IT/Admin/Accounts Expert	https://goo.gl/forms/TpmzMZHrAedxWd1C3

In case the above link does not work, you may also copy and paste the link in your web browser and fill the details therein.

Last date for receipt of application: 01 September 2017

General Information:

- Applicants will be shortlisted based on the eligibility criteria indicated above. Shortlisted candidates will be called for the interview. Candidates may kindly note that any cost incurred by them for attending the interview will not be reimbursed by NABCONS.
- The applicant may submit the declaration in the Google form with respect to the educational qualification and experience indicated in the CV. Self-certified copies of their educational qualifications and experience certificates needs to be submitted at the time of the interview.
- Company reserves the right to fix the eligibility criteria to restrict the number of candidates to be called for interview.
- Place of posting of the persons appointed will be at Hyderabad, Andhra Pradesh. Candidates however are liable to be posted anywhere in India as per Company requirement from time to time.
- Merely satisfying the eligible criteria does not entitle a candidate to be called for the interview. NABCONS reserves the right to call only the requisite number of candidates for the interview after preliminary screening/shortlisting with reference to candidate's qualification, suitability, and experience etc. Selection process may vary depending upon the

number of responses received. Applications received after the due date shall not be entertained and will be rejected.

- Under no circumstances applications by hand or any other mode will be entertained. The application submitted through link provided in this advertisement will only be accepted.
- NABCONS reserves the right to cancel the recruitment for the captioned posts without assigning any reason.